



Title VI/Nondiscrimination

Ensuring Justice

SFY 2021 Accomplishments/SFY 2022 Goals

October 1, 2021

Table of Contents

Introduction	1
Title VI Policy Statement and Assurances	1
Organization and Staffing	1
Title VI Compliance and Monitoring Process	1
Civil Rights Complaints	1
Administration Program Areas	2
Civil Rights Bureau	2
Planning, Programming & Modal Division	3
Right-of-Way Bureau – Highway Division	6
Location & Environment Bureau – Highway Division	7
Contracts and Specifications Bureau – Highway Division	8
Local Systems Bureau – Highway Division	9
Strategic Communications and Policy Bureau - Highway Division	10
Project Management Bureau – Highway Division	12
Design Bureau – Highway Division	13
Support Services Bureau – Administrative Services Division	14
District 1	16
District 2	17
District 3	17
District 4	19
District 5	21
District 6	Error! Bookmark not defined.
Motor Vehicle Division (MVD)	23

Iowa Department of Transportation Title VI Program SFY 2021 Accomplishments and SFY 2022 Goals Report

Introduction

This report supplements the Iowa Department of Transportation's (Iowa DOT) Title VI/Nondiscrimination Program Plan and provides information on the accomplishments of the Iowa DOT Federal Highway Administration funded programs for SFY 2021 and planned activities for SFY 2022. This report was prepared in accordance with *23 CFR, Part 200, Section 200.9 (b) [State actions]*.

Title VI Policy Statement and Assurances

The Iowa DOT's Title VI/Nondiscrimination Policy Statement was updated with Director Scott Marler's signature on October 1, 2021. It can be found in the Iowa DOT Title VI/Nondiscrimination Plan that is disseminated internally and externally on the Civil Rights webpage. The Standard Nondiscrimination Assurances were also updated with Director Scott Marler's signature on October 1, 2021 and are included as an attachment to the Iowa DOT Title VI/Nondiscrimination Plan.

Organization and Staffing

The Title VI/Nondiscrimination program is led by Tonnnette Harris, the Director of the Civil Rights Bureau (CRB), who reports directly to Scott Marler, Director of the Iowa Department of Transportation and Troy Jerman, Chief Operating Officer. Tracey Bradley and Steve Kerber are the Affirmative Action Compliance Officers on the Title VI and Contractor Compliance programs and Civil Rights Team (CRT). Nikita Rainey and Danny Wagener are the DBE Compliance Auditors and Yareli Mendoza, External Civil Rights Administrator.

Title VI Compliance and Monitoring Process

The Civil Rights Bureau Chief Director is responsible for implementing, monitoring, and ensuring the Iowa DOT's compliance with Title VI/Nondiscrimination regulations. The Civil Rights Compliance Officers are responsible for reviewing Iowa DOT's internal and external programs including its policies and practices for Title VI/Nondiscrimination compliance. The Compliance Officers are also responsible for reviewing and monitoring sub-recipients including Regional Planning Affiliations (RPAs), counties, cities, and all recipients of funds through Iowa DOT, whatever the source.

Civil Rights Complaints

There were two (2) FMCSA Title VI complaints received from the MVD in SFY 2021, and both were resolved internally.

Administration Program Areas Civil Rights Bureau

SFY 2022 Accomplishments

- Sub-recipient Reviews – Completed 30 sub-recipient reviews: updated site review tools.
- Internal Review – completed 2 reviews Location and Environment and Systems Planning Bureaus.
- External Technical Assistance – Completed six administrative supports upon requests of the local public agencies and regional planning agencies.
- Attended FHWA Contractor Compliance and Title VI Training.
- Presented Learning About the DBE Program and Small Business Development Contracts.
- Presented at CIRAS Learning About the DBE Program.
- Presented at the Iowa Municipal City Clerk Conference
- Provided Title VI Training to new Iowa DOT Employees
- Provided Title VI Training to all MVE Officers
- Worked collaboratively with other Iowa DOT offices in data collection efforts.

SFY 2022 Goals

- Reviews: Complete a total of 24 subrecipient reviews that includes MPO/RPA, and two (2) internal program area reviews.
- Training: Continue development of an online training module on Title VI/Nondiscrimination for internal training purposes, continue to offer Title VI/Nondiscrimination training to sub-recipients, contractors, and professional organizations. Participate in relevant training opportunities throughout the year. Continue training for all new employees and MVE Officers.
- Civil Rights Committee: continue participation in quarterly committee meetings.
- Review and refresh content on the Civil Rights team webpage. Ensure all information is current.
- Continue collaboration with the Design Bureau in updating the ADA Transition plan and ensuring adequate opportunity for public involvement and consideration of public input.
- Attend MINK Conference 2022.

Planning, Programming & Modal Bureau

The Systems Planning and Program Management Bureaus are responsible for many activities that involve public participation in transportation decision-making throughout the planning and programming process. Every effort is made to have meetings at sites that are handicap accessible and to advertise through newspapers with the widest reader distribution. News releases are distributed around the state for many of the meetings and all meetings involving the Iowa Transportation Commission. The news releases direct anyone with special assistance needs to contact the department. The Strategic Communications and Policy Bureau handles the distribution of news releases, and their expertise is relied on to reach the largest audience, including minority and low-income populations. The following accomplishments list activities that have involved public participation and the type of public interaction, where applicable.

SFY 2021 Accomplishments

The Iowa Transportation Commission held 12 business meetings and 13 workshops during SFY 2021. During these meetings, many delegations provided comments and/or made presentations concerning transportation issues in Iowa. No requests for specific accommodations were received. The following two paragraphs summarize these meetings:

- Three meetings were held at locations around the state specifically to seek public input from transportation providers and system users. During SFY 2021, those locations were Davenport (October 2020), Dubuque (April 2021), Oskaloosa (June 2021), and Carroll (August 2021). Numerous delegations at these meetings presented materials concerning agency policies, transportation corridors, and specific transportation projects.
- Five meetings were held at the Ames DOT complex, four meetings were held virtually due to the pandemic. Numerous delegations presented materials at these meetings generally related to highway projects, RISE project proposals, and rail economic development or rail-related improvement projects.
- Federal funds were passed through to Iowa's nine Metropolitan Planning Organizations (MPOs) for multi-modal planning activities. Similarly, federal funds have been passed through to Iowa's 18 Regional Planning Affiliations (RPAs)—planning agencies created in Iowa to assure planning participation from the rural areas in the state. Funding agreements executed with each planning group include requirements that assure Title VI compliance as each MPO and RPA develop their Public Participation Plan (PPP), Long-Range Transportation Plan (LRTP), and Transportation Improvement Program (TIP). These 27 planning agencies must also prepare a Passenger Transportation Plan (PTP) in cooperation with human service agencies with the goal of closing service gaps to those who rely on public/private transportation for medical appointments, shopping, groceries, and work. These individuals typically represent minorities, working poor, low income, and disabled persons. The Iowa DOT District Transportation Planners are directly involved with the local planning agencies, and the Systems Planning Bureau provides a large amount of hands-on guidance as these plans are developed.

The Systems Planning Bureau has worked to specifically encourage MPOs and RPAs to consider available minority firms when they undertake any planning studies. The Systems Planning Bureau

must report to the Federal Transit Administration (FTA), via the Public Transit Bureau, twice a year on accomplishments related to minority firms and specific contract amounts. The projection that serves as an input to goal-setting process is now developed on a three-year cycle and was completed in spring 2021.

Current reviews of the transportation planning process, including a significant emphasis on Title VI compliance, were completed for INRCOG, AAMPO, DMAMPO, RPA 15, and RPA 16. These reviews included a session dedicated entirely to Title VI/Environmental Justice (EJ) compliance. Emphasis continues to be made to develop demographic profiles of these area populations which are used as an evaluation tool when MPOs and RPAs develop specific projects for their long-range transportation plans. Specific review findings covering EJ, LEP, public involvement efforts, and Title VI documentation went to each of these planning agencies for them to address.

A more detailed Title VI compliance review process, which was developed in cooperation with the Iowa DOT's Civil Rights Committee and FHWA, was utilized for the seventh consecutive year in SFY 2020. These reviews were addressed in conjunction with the annually scheduled planning agency reviews, including those mentioned in the previous accomplishment bullet. This process replaced and improved upon the Title VI-related questions that were previously used in the Iowa DOT planning review questionnaire; and continues to work well.

- All MPOs and RPAs were asked to have a current Title VI program compliant with FTA guidelines (in addition to Title VI plans compliant with FHWA guidelines).

An annual mid-year planning review between FHWA, FTA, and the Systems Planning and Program Management Bureaus to discuss various federal, statewide, metropolitan, and regional planning issues was held on June 2021.

- The Iowa DOT facilitates additional public participation through the activities of advisory groups, maintains several websites that detail many agency programs, provides information in the form of agency news releases, publications and newsletters, and encourages input by written comments, phone, internet (including social media) or fax.
- The Systems Planning Bureau periodically assists in the development, coordination or administration of planning-related efforts, research or studies accomplished in concert with other divisions of the department or third parties. In these instances, all commitments of federal aid are prefaced by agreements requiring compliance with Title VI.

A virtual public meeting to discuss potential projects for Iowa's Federal Recreational Trails Program was held November 16, 2020 via Microsoft Teams. Attendees represented a wide variety of organizations and private citizens of all economic levels.

A statewide public input meeting was held on August 17, 2021, via conference call to receive comments on the Statewide Transportation Improvement Program (STIP). In addition, public meetings were held by all the MPOs and RPAs to receive comments on their respective TIPs. Input is received from organizations and private citizens that represent all economic levels and ethnic backgrounds.

An employee in the Systems Planning Bureau is included on the “Iowa Department of Transportation List of Interpreters” for high written and verbal skills in Spanish. She assisted Location and Environment Bureau in translating four public input meeting notices.

- At least one representative from the Systems Planning Bureau participated in the department’s Civil Rights Committee meetings and other reviews throughout the year, with the primary goal being to improve the department’s Title VI processes.

The Systems Planning Bureau completed Title VI’s Internal Review Assessment. The Civil Rights Bureau’s concluded that Systems Planning Bureau’s procedures and processes are administered in accordance with governing regulations, policies, and procedures.

SFY 2022 Goals

- Continue to provide guidance to MPOs and RPAs related to Title VI documentation requirements. Update this guidance and the appropriate documentation templates as needed and post to the Systems Planning Bureau’s online Planning Resource Guide.
- Continue to enhance the Title VI compliance review process into the annually scheduled planning agency reviews. Monitor the effectiveness of this process compared to the Title VI review process previously used by the Iowa DOT.
- Public participation in planning and programming activities will be encouraged via public hearings, information meetings, the Commission’s public input meetings, Commission meeting delegations, additional advisory groups, and opportunities to submit comments to the department on a continuous basis through the department’s website and social media or other communications options.
- MPO and RPA Title VI activities will continue to be reviewed through department staff participation in the metropolitan and regional planning processes. The DOT will continue to administer the pass-through funding of transportation planning activities by administration of the joint FHWA and FTA agreements. Federal planning reviews of MPOs and RPAs within the state will continue to stress the importance of accessibility to ensure minority groups are involved in the development of plans and projects.
- Opportunities to increase employee awareness of Title VI and EJ issues as related to work activities will continue to be explored.

Right-of-Way Bureau – Highway Division

SFY 2021 Accomplishments

- **Awareness:** Each Right of Way (ROW) section reviewed Title VI requirements in section meetings during the year. The office has made it a point to ensure that any new employees see the awareness video and receive the “fact sheet.”
- The Appraisal Section utilized 3 appraisal firm employing female appraisers and 0 minority owned appraisal firms.
- Iowa DOT acquired a total of 535 parcels during the reporting period. There were no concerns raised regarding the treatment of minorities or women, and contact reports reflect no concerns.
- The Department utilized outside services for the acquisition of 170 (ADA) of the 535 parcels acquired during SFY 2021. Two of these firms utilized female negotiation staff.
- The Property Management Section utilized the services of several contractors. They include but are not limited to appraisers, plumbers, electricians, locksmiths, excavating, mowing, seeding, general maintenance. Property Management utilized one appraisal firm employing female appraisers and 0 minority owned appraisal firm. The Property Management Section continues to utilize a prequalified contractor bidding process through the Purchasing Office of the Iowa DOT. This has resulted in the wider distribution of work to qualified contractors and has provided better access to DBE contractors.
- **Data Analysis:** Data collected is used to document the ROW Office’s compliance with the Uniform Act and Title VI. Data collection has transitioned to the Civil Rights Bureau.
- **Complaints:** No civil rights complaints were received.
- **Complaints:** No civil rights complaints were received.

SFY 2022 Goals

- The office will continue to ensure that policy manuals reviewed include provisions related to Title VI compliance.
- The office will continue to seek minority tenants for DOT properties and minority contractors to provide products and services.
- Title VI requirements will continue to be discussed with staff to maintain awareness.
- There will be continued focus directed to addressing LEP issues along with greater distribution of outside appraisal work and property management service work.
- The Property Management Section will continue to develop broader public access to parcels available for lease or sale. This should result in better access for persons in protected classes.

Location & Environment Bureau – Highway Division

SFY 2021 Accomplishments

- The following LEP requirements continue to be addressed:
 - Text translations into Spanish for newspaper notices
 - Project handouts and newspaper publications.

In SFY 2020, \$1,821.67 in funds were spent for translation and interpretive services. This was due to the location of the projects where public involvement was required in an area where these services were anticipated.

- Environmental Justice (EJ) impacts were considered during the NEPA process in developing nine environmental studies which included nine Environmental Assessment (EA) studies. Items considered during the EJ evaluation process included: determining the project's area of influence and the characteristics of the general population as well as the impacted population, comparison of the population impacts to determine whether there is an EJ impact, mitigation of the impacts and provision for public participation. Four EAs were completed; and five others were developed during this fiscal year.

SFY 2022 Goals

- Provide the Title VI fact sheet to new employees along with the opportunity to watch the Title VI video.
- Continue to identify projects that require LEP activities and expand the office's list of translators to include others throughout the state as it becomes necessary to address these LEP activities.

Contracts and Specifications Bureau – Highway Division

SFY 2021 Accomplishments

Bureau representative participates in Civil Rights Committee Meetings.

Prequalification Analyst actively participates in Iowa DOT's annual DBE Workshop – presentations and roundtable discussions.

Prequalification Analyst meets annually with Iowa State University Center for Industrial Research and Service (CIRAS), including conducting webinar presentations.

Support implementation of DBE requirements for non- USDOT federal funded local agency contracts.

- Ongoing
 - Participate in DBE contract goal setting
 - Participate in DBE contract goal GFE evaluation
 - Participate in quarterly Civil Rights/Construction/Contracts meetings
 - Assist OES/CRT in administration and implementation of civil rights programs
 - Respond to construction industry questions regarding DBE contract goal bidding procedures
 - Conduct pre-bid meetings in locations accessible to persons with disabilities.
 - Request authorization of federal funding for civil rights programs.
 - Generate routine and ad-hoc reports on contract letting related data to support civil rights programs

SFY 2022 Goals

Participate in Civil Rights Committee Meetings.

Continue with on-going activities listed above.

Local Systems Bureau – Highway Division

Policy Review: The Local Systems Bureau continually reviews its Federal-aid Project Development Guide, Instructional Memorandums to Local Public Agencies (I.M.s), and other published Guidance for compliance with Title VI.

SFY 2021 Accomplishments

- Sarah Okerlund, Urban Engineer for the Local Systems Bureau, along with Keith Knapp, Director of Iowa's Local Technical Assistance Program, taught an online training session on the joint Iowa DOT/SUDAS Design Manual Chapter 12A-1 through 12A-4, Sidewalks and Bicycle Facilities, which focused on the requirements for ADA compliance. The two-part webinar was entitled "Accessible Sidewalks and Curb Ramps: Design to Installation". There were **129 participants** from **54 agencies** including people from the Iowa DOT, FHWA, local agencies, and consultants. The following were the dates the webinars were held:
 - Part 1, 9:00 - 11:00 AM: June 2, 2021
 - Part 2, 1:00 - 3:00 PM: June 2, 2021
- Brenda Boell, Local Systems Field Technician, developed an on-line "Contract Administration Level 1" class to instruct construction project inspectors in correct contract administration from the Iowa DOT's perspective. Part of the Level 1 class discusses Title VI nondiscrimination.
- Due to COVID-19 impacts, there were 2 virtual trainings held @ 1 day each.
- Brenda Boell, Local Systems Field Technician, taught a "Contract Administration Level II" class to instruct construction project inspectors in correct contract administration from the Iowa DOT's perspective. One topic covered in that class Equal Employment Opportunities (EEO) Site Inspection.
- Due to COVID-19 impacts, there were 2 virtual trainings held @ 3 days each, followed by a 3 hour in-person exam. The exam locations were held in 5 different locations for each training around the state.

SFY 2022 Goals

- The Access Board has stated that they had planned to send a final version of the Proposed Accessibility Guideline for Pedestrian Facilities in the Public Right-of-Way to the Department of Justice for rule making by the end of calendar year 2013. This did not happen, but when this is accomplished, the Local Systems Bureau will organize the ADA Standardization Committee to review and compare with the DOT and SUDAS Design Manual Chapter 12. If changes are needed to Chapter 12, the changes will be made, and the local agencies will be notified. The Local Systems Bureau will again work with the Iowa Local Technical Assistance Program (LTAP) to develop and perform updated training.
- We hope to be able to resume in-person trainings in SFY 2022.

Strategic Communications & Policy Bureau

SFY 2021 Accomplishments

Strategic Communications & Policy Bureau

1. Autism status and hard of hearing indication on DL/ID

The Department is working on a rulemaking concerning Chapter 605, License Issuance, and Chapter 630, Nonoperator's Identification, to conform the rules with 2020 Iowa Acts, House File 2372, sections 1 and 2, and 2020 Iowa Acts, House File 2585 section 35.

1. Autism status

House File 2372 amended Iowa Code sections 321.189 and 321.190 to allow a person to add an indicator to the person's driver's license (DL) or nonoperator's identification card (ID) indicating the person's autism status.

2. Hard of hearing

House File 2585 directed all administrative rules to be updated to reflect the term "hard of hearing" rather than the term "hearing impaired."

This rule making is currently in process, and we expect the rules to be effective on January 6, 2021.

In conjunction with the Driver & Identification Services Bureau, we have produced a video to help communicate to citizens the availability of an optional indicator for their DL/ID which lists that the card holder is hard of hearing, which was made available due to legislation passed during the 2019 legislative session, House File 643.

- The indicator on the DL/ID improves the communication between law enforcement and the deaf/hard of hearing community.
- The video communicates with audiences in 3 different ways using icons, captions, and American Sign Language.
- It will be shown on Motor Vehicle Network screens in all Iowa DOT service centers.
- We will be pushing this video to our social media channels, and partner with other agencies to share the video with their audiences.

3. Get there your way website

<https://iowadot.gov/getthereyourway/home>

This website was developed to assist people with disabilities, the elderly, those who have lost their driving privileges, immigrants/refugees, others who cannot afford the expenses of owning a personal vehicle, or anyone that chooses not to have one. This website was a collaboration between several agencies and bureaus to communicate all transportation options in one place.

4. Iowa DOT service center remodels

Driver & Identification Services often needs to move or remodel driver's service centers. To improve the customer experience and help DOT operated service centers have a unified look and feel, standardized design and branding standards were adopted beginning with the opening of the new service center in Waukee. Careful consideration was given to best meet the needs of all customers visiting a service

center, including the needs of the physically disabled. Standing and sitting tables were incorporated into the design standards. Tables that have seating are designed to provide adequate space for a person with a wheelchair to join each table rather than limiting space to a designated area.

5. Publications (PDF and Microsoft Word documents)

- We are deliberately featuring more persons of color and diversity in our publications.
- To improve readability, we are using mainly Sans Serif fonts in our branding and printed materials.
- Providing multiple methods of contact/access for those who may have internet accessibility issues. An example would be Public Information Meetings that offer assistance to get the information if you don't have internet.
- Providing Spanish version of high-use or high importance documents such as Motor Vehicle Division publications and Test Iowa documents.
- Providing alt tags for images and laying out text to flow appropriately for the use of screen readers when the content is not available in another accessible format, such as a web page. Example document: the Strategic Highway Safety Plan.

6. Web accessibility

Following the State of Iowa Website Accessibility Standard, we have designed and continue to improve accessibility to our website for persons with disabilities. These standards allow persons with disabilities to access and use the information on the website through the use accessible features, such as, but not limited to, alt tags on images, laying out text in a way that can be read by a screen reader, and using colors that have a high contrast. Please note that this is a continuous improvement area. We are currently working on a new website design template that will further improve accessibility.

7. Captioned videos on YouTube

All videos posted on the Iowa DOT YouTube channel are captioned through our bureau, or a vendor if needed. We have continued to do this throughout SFY2020 and have captioned approximately 12-15 videos each year as they are added to the YouTube channel for access by the public.

Project Management Bureau – Highway Division

SFY 2021 Accomplishments

Our Policy and Procedure Manual 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional Services requires that DOT RFPs must include the website which lists certified DBE/TSB consulting firms. The intent is to give consultants the opportunity to network with DBE/TSB firms earlier in the selection/contracting process. This website access may enhance the ability of a consulting firm to find a DBE/TSB firm that can provide sub-consultant services on a contract that they may not have considered before.

SFY 2022 Goals

The continued usage of engineering consultants is anticipated because of workload and in-house staffing capabilities. As we continue with the use of private consultants, it will be our goal to increase the percentage of the total cost of contracted services to be provided by DBE firms. We post all our RFPs to the Targeted Small Business Web Site prior to our normal advertising process. Because most of our engineering contracts are paid from our state Outside Services fund, any work given to a DBE would be counted as race neutral.

The Project Management Bureau (PMB) continues to work with our internal partners on upgrading the Consultant Utilization website. Within this upgrade we intend to improve identification of prequalified DBE consultants. Currently, this website lists each work category for all prequalified consultants. The website includes the firm's name and mailing lists. The DOT plans to add additional information for easier identification of DBE firms. This will assist in the identification of DBEs for those project managers who utilize these lists when seeking consultant work. Likewise, the continued development of the Contract Management system and the consolidation of consultant coordination efforts are also expected to continue in FY22 and will enhance the DOT's capabilities to provide DBE utilization reports.

Design Bureau – Highway Division

SFY 2021 Accomplishments

During the fiscal year 2021 projects let with ADA specific funding totaling \$3,652,963.52 These projects covered 5 cities that were on the Priority list in districts 3, 4, 5, and 6. These 5 projects successfully fulfilled the transition plan requirement of \$2,000,000/year and cleared the line item of \$3,000,000. We continue to assist the districts and other cities with design issues and plan development. We are not aware of any ADA violations.

Next year we plan on letting projects that will fulfil our line item and fulfill the Transition plan requirements that includes 6 cities across the state.

2021 construction

Project #	City	District	Amount
NHSN-030-1(178)--2R-43	Missouri Valley	4	1,574,619.00
NHSN-034-5(26)--2R-20	Osceola	5	867,065.42
STPN-069-2(26)--2J-20	Osceola	5	758,432.80
STPN-006-6(76)--2J-48	Ladora	6	256,946.00
** STPN-141-4(44)--2J-14	Manning	3	195,900.30
			3,652,963.52

Project to be Let for next year FY 2022

Project #	City	District	Amount
STPN-052-1(121)--2J-49	Bellevue	6	481,500.00
STPN-062-1(25)--2J-49	Bellevue	6	703,512.00
NHSN-067-1(154)--2R-82	Le Claire	6	624,315.00
STPN-064-1(25)--2J-53	Wyoming	6	506,149.00
NHSN-005-2(47)--2R-68	Albia	5	779,300.00
** STPN-038-3(59)--2J-53	Monticello	6	166,000.00
			3,260,776.00

Support Services Bureau – Administrative Services Division

SFY 2021 Accomplishments

Driver License Stations

Adding or updating signage, door hardware, clear routes, and heights of accessories.

Set up new service location in Fort Dodge ensuring construction meets all ADA guidelines.

Set up new service location in Waterloo ensuring construction meets all ADA guidelines.

Field, District, and Construction Offices

Adding or updating signage, door hardware, clear routes, and heights of accessories.

New Dubuque Maintenance Facility – construct a new building including but not limited to compliant entrances, parking, and restrooms. Replacing the existing maintenance facility that is not compliant.

Waterloo Maintenance Facility Upgrade– construct a new building on site including but not limited to compliant entrances, parking, and restrooms.

Red Oak Mechanics, Brine, and Wash Bay Building – construct a new building at Red Oak maintenance facility including but not limited to compliant entrances, parking, and restrooms.

Ames

Updated Ames Complex restrooms with automatic no-touch fixtures and foot pulls on doors.

Updated signage for emergency stations that have AED's and First Aid kits.

SFY 2022 Goals

Driver License Stations

Adding or updating signage, door hardware, clear routes, and heights of accessories.

Set up new location in Iowa City ensuring construction meets all ADA guidelines.

Field, District, and Construction Offices

Adding or updating signage, door hardware, clear routes, and heights of accessories.

Fort Dodge Mechanics, Brine, and Wash Bay Building – construct a new building at existing maintenance facility including but not limited to compliant entrances, parking, and restrooms.

Spirit Lake Mechanics, Brine, and Wash Bay Building – construct a new building at existing maintenance facility including but not limited to compliant entrances, parking, and restrooms.

Sioux City District, Construction, and Materials Lab Building – construct a new building at new Sioux City consolidation site off Highway 20 including but not limited to compliant entrances, parking, and restrooms.

SFY 2023 Goals

Field, District, and Construction Offices

Adding or updating signage, door hardware, clear routes, and heights of accessories.

De Soto Mechanics, Brine, and Wash Bay Building – construct a new building at existing maintenance facility including but not limited to compliant entrances, parking, and restrooms.

Sioux City Maintenance Facility – construct a new maintenance building at new Sioux City consolidation site off Highway 20 including but not limited to compliant entrances, parking, and restrooms.

Ames

Northwest Wing – remodel existing building on Ames complex to include, but not limited to adding new compliant restrooms, entrances, and parking.

District 1

SFY 2021 Accomplishments

- District 1 Title VI Coordinator attended the Iowa DOT Civil Rights Committee meetings via teams.
- Public meetings were online due to the pandemic and all Project Related Public Information Meeting notices are published and posted with contact information provided for the Civil Rights Commission and Affirmative Action Officer.
- The district can make interpreters available at public meetings, as needed.

Complaints: None reported.

Education/Training: none

SFY 2022 Goals

- Assist the Iowa DOT Civil Rights Coordinators in the compliance of Title VI.
- Seek out related training opportunities.
- Continue to represent District 1 on the DOT Civil Rights Team.
- Assist Iowa DOT Civil Rights Team with sub-recipient Title VI reviews if necessary.
- Attend the DBE conference
- Provide Civil Rights meeting information to District 1 staff meetings.
- Review the public meeting hybrid as an alternative to get a wider attendance at public meetings.

District 2

SFY 2021 Accomplishments

- District 2 Title VI Coordinator attended and participated in Iowa DOT Civil Rights Committee meetings
- As standard practice made interpreters available when needed
- As standard practice Title VI Coordinator notifies those on our minority contact list when job opportunities become available in District 2. District 2 has nine total contacts in the communities of Waterloo, Clarion and Hampton. Jobs promoted during SFY 2021 include:
 - Highway Technician Associate-Waterloo: 7/15/2020
 - Highway Technician-New Hampton: 8/12/2020
 - Highway Technician-Waverly: 8/24/2020
 - Highway Technician Associate-Mason City: 9/1/2020
 - Highway Technician Associate-Latimer: 9/1/2020
 - Highway Technician Associate-Waterloo: 9/21/2020
 - Mechanic-Latimer: 10-21-2020
 - Highway Technician Associate-Mason City: 10/26/2020
 - Mechanic-Latimer: 11/12/2020
 - Highway Technician-Waterloo: 11/19/2020
 - Transportation Engineer Specialist-Mason City 12/1/2020
 - Latimer Mechanic (Reposted): 12/3/2020
 - Garner Highway Technician Associate: 12/7/2020
 - Transportation Engineer Specialist-Mason City (Reposted): 12/10/2020
 - Highway Technician Associate-Waterloo 1/6/2021
 - Highway Technician-Waverly 1/6/2021
 - Mechanic-Garner 1/12/2021
 - Summer Traffic Counters 1/27/2021
 - Highway Technician-New Hampton 2/4/2021
 - Highway Technician-Waterloo 3/16/2021
 - Highway Tech Senior-New Hampton 4/22/2021
 - Mechanic-Osage 4/22/21
 - Highway Technician-West Union 5/28/2021
 - Highway Technician-Waverly 5/28/2021
 - Highway Technician-Waterloo 6/22/2021
- Made “virtual interviews” available during COVID-19 pandemic to remove any possible barriers
 - As standard practice made sure those who attend meetings, including public, contractor and preconstruction, are aware the DOT can and will accommodate those with disabilities. It is also standard practice to hold these meetings in handicap accessible rooms.

- Held a virtual Public Hearing for the Iowa 9 bridge replacement project at Lansing 6/15/2021

Other Actions:

- District 2 remains a member of the Iowa DOT Civil Rights Committee

Complaints:

- None reported

SFY 2022 Goals

- Check to make sure all DOT offices and shops in the District are displaying and maintaining necessary Title VI material
- Work with the Iowa DOT Civil Rights Coordinator to promote awareness and compliance of Title VI and importance of diversity
- Assist Iowa DOT Civil Rights Bureau with subrecipient Title VI reviews if necessary
- Add new contacts to minority list for DOT job openings
- Represent District 2 as needed on DOT Civil Rights Team

District 3

SFY 2021 Accomplishments

ADA project work completed in Akron, Hawarden, Manning, and Missouri Valley

Data Collection: Review of ADA needs in District 3

Education: No education opportunities were pursued in 2021.

Complaints: One civil rights complaint was received. Upon review by Civil Rights Bureau staff the complaint was determined to be not valid.

SFY 2022 Goals

- Continue education effort with employees
- Continue outreach toward minority populations impacted by District 3 major projects.
- Assemble and review 2021 census data to determine changes in minority and vulnerable populations within District 3

District 4

SFY 2021 Accomplishments

- Continue to work with community of Corning in developing ADA projects.
- Completed 2021 accomplishment and 2022 goals.
- Coordinated with the office of Design for ADA projects in District 4.
- We have identified a need for a Spanish language outreach effort for the Council Bluffs Interstate Project. We published a Spanish language version newsletter to advise of the decisions made. Language Link, Project Statement and project newsletter were available at the public meetings. We have also advertised public meetings in Spanish in the newspaper, Spanish TV networks have provided meeting notices in Spanish. HDR the consultant for the Council Bluffs Interstate project has taken the lead on Public Involvement activities.
- We have incorporated Language Link for Public Meetings.
- Continue to explore methods of involving various groups in the public information process.
- The Spanish page on the Council Bluffs Interstate website continues to receive hits. We will continue to update the page with information on public meetings and other project activities.
- Worked with Regional Planning Affiliations (RPA) and Metropolitan Planning Organization (MPO), on working with communities with Limited English Proficiency and identifying these areas to involve them in the planning process.
- Shared with communities the need to update sidewalks and facilities to make them ADA compliant.
- Explore Census data to determine population increases or decreases in area as well as what Nationalities are in the area.
- Visited with several field offices within the DOT to see if they had any title VI complaints. None were reported.
- Made sure each office and garage in District 4 had the Title VI Pamphlets.
- Attended RPA and MPO reviews including Title VI reviews.

SFY 2022 Goals

- Continue to work with RPA's and MPO's regarding projects in urban areas for ADA and projects where LEP may exist.
- Continue to identify neighborhood groups for the CBIS project and other projects.
- Continue to work with several communities trying to combine ADA projects with regional funding.
- Monitor the CBIS project Spanish web page.
- Continue to identify LEP needs for public information meetings and public hearings.
- Strive to educate all communities on making facilities ADA compliant.
- Conduct Title VI trainings
- Educate communities in the district about translation software such as Language Link.
- Become a better communicator between District 4 and Central Office in Ames.

District 5

SFY 2021 Accomplishments

- Monitored LEP activities on construction and planning projects.
 - Reviewed updates to Regional Planning Affiliations' (RPAs') planning documents (i.e., Long-Range Transportation Plan) to ensure the documents included a discussion on the needs of the LEP population in their area.
 - Analyzed census data for Ottumwa, Mediapolis, Columbus Junction to determine if written translation or oral interpretation would have been required for an Iowa DOT public notice and/or public meeting material.
 - Coordinated with the Location and Environment Bureau to have an interpreter available at a public hearing for individuals who spoke Spanish.
 - Coordinated with the Location and Environment Bureau to translate public meeting material into Spanish for a public information meeting.
- Attended the Iowa DOT Civil Rights Committee meetings.
- Published and posted all Public Information Meeting notices with contact information for the Civil Rights Commission and Affirmative Action Officer.
 - Ensured contact information for CRC and AAO were included on seven public announcements for District 5 projects.
- Provided outreach and technical assistance to District 5 cities and counties regarding the Pedestrian Curb Ramp Construction Program.
 - Prepared a Staff Action recommending approval for Pedestrian Curb Ramp Construction Program funds for the City of Osceola.
- Continued to address and incorporate ADA compliance in Primary projects.
 - Reviewed traffic safety projects involving sidewalk and traffic signal improvements on IA 14, US 61, US 34, IA 1 and IA 92.
- Disseminated updates to District 5 staff from Civil Rights Committee meetings.
 - Provide general updates to D5 management during staff meetings.

SFY 2022 Goals

District 6

SFY 2021 Accomplishments

Efforts made to comply with Title VI regulations:

- **Inclusion in process:** Focused discussion of Title VI at a few staff meetings.
 - **Steps taken in District 6:**
 - Title VI Coordinator continued attendance in statewide Civil Rights Committee meetings when possible.
 - Discussion of Title VI concerns at District 6 quarterly regional staff meetings and at District 6 weekly management meetings. No concerns expressed by staff.
 - It is standard practice to make those attending project informational meetings aware that the DOT will make accommodations for those with disabilities if needed. It is also standard practice to hold these types of meetings in rooms that are ADA accessible. We continued to do that this year.
 - Due to Covid concerns the district assisted in all virtual public meetings for the past year.
 - The District, through standard practice, makes interpreters available to the public when needed through the interpreter service at www.ctslanguagelink.com. Interpreters are also provided if previously determined to have an LEP need by either the Office of Location and Environment or a local public agency where the project will take place.
 - Maintained quantities of Title VI Notice to the Public statements already displayed in all District offices/shops.
 - Maintained quantities of “Title VI and You” brochures already on display in all District offices/shops.
 - District 6 management team took part in the United Way’s Equity Challenge. This was largely about sharing informational articles with management team that were related to equity concerns for disenfranchised persons.

Complaints: None reported

SFY 2022 Goals:

- Work with DOT Civil Rights Coordinator to help the Department meet and/or exceed Federal Title VI requirements.
- Continue District Staff discussions regarding diversity at staff meetings.
- Continue to increase awareness and familiarity with all aspects of Title VI.
- Attend additional training when available.
- Attend DBE annual meeting.
- Continue to work with the DOT Civil Rights Committee.

Motor Vehicle Division (MVD)

SFY 2021 Accomplishments and Goals

The MVD position is currently vacant and we were not able to retrieve the A & G data. Next year, we will provide an update for fiscal year 2021 and 2022.